

The Tempe Way



MISSION:

To make Tempe the best place to live, work and play.

VALUES:

People... Integrity... Respect... Openness... Creativity... Quality...

POLYGRAPH EXAMINER I/II

Purpose:

To actively support and uphold the City's stated mission and values. To perform a variety of duties involved in the interrogation of crime suspects and others through use of a polygraph device; to conduct background investigations; and to assist in testing police applicants.

Distinguishing Characteristics:

Polygraph Examiner I – This is the entry level class in the Polygraph Examiner series. This class is distinguished from the Polygraph Examiner II because of its use as a training class. Employees in this class may have only limited directly related work experience and may not have the specific training and licensure required for the Polygraph Examiner II.

Polygraph Examiner II – This is the full journey level class within the Polygraph Examiner series. Employees within this class are distinguished from the Polygraph Examiner I by the performance of the full range of duties as assigned. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and be fully aware of the operating procedures and policies of the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the lower class of Polygraph Examiner I, or, when filled from the outside, require prior experience as a police polygrapher, completion of an appropriate polygrapher course, and state licensure as a polygrapher. Appointment to the higher class requires that the employee be performing the full range of duties assigned to the class.

Supervision Received and Exercised:

Receives direction from a Sergeant or from other supervisory or management staff.

Examples of Duties:

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

CITY OF TEMPE
Polygraph Examiner I/II (continued)
Police Department

- Conduct interviews and polygraph examinations pertaining to criminal matters; interrogate deceptive criminals and non-criminals.
- Screen applicants for employment with the Police Department and other City departments using the polygraph, conduct background investigations of police officers and other Police Department employees.
- Establish test conditions; discuss and formulate test questions; analyze test results and submit detailed written reports to a variety of attorneys and Police Department personnel.
- Calibrate polygraph equipment; maintain records of equipment performance, and work performed record unusual circumstances affecting test results.
- Advise investigators, attorneys and a variety of Police Department personnel on legal limitations and individual rights pertaining to polygraph examinations; meet with members of the City and County Prosecutor's offices as necessary; appear as an expert witness as necessary.
- Conduct polygraphs related to special internal investigations of Police Department personnel as necessary.
- Participate on a variety of boards and commissions; attend and participate in professional groups and committees.
- Perform related duties as assigned.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Polygraph Examiner I

Four years of increasingly responsible experience in police investigative work.

Polygraph Examiner II

Four years of increasingly responsible experience in police investigative work, including some experience in administering polygraph examinations.

Training:

*Effective Date November 15, 1988
Revised to create flex-class August 2000
Revised November 2001 (range adj due to market)
Title change January 2002*

CITY OF TEMPE
Polygraph Examiner I/II (continued)
Police Department

Polygraph Examiner I

Equivalent to the completion of the twelfth grade supplemented by college level courses in criminal justice, sociology, physiology, psychology or a related field.

Polygraph Examiner II

Equivalent to the completion of the twelfth grade supplemented by training in interview and interrogation techniques and college level courses in sociology, criminal justice, physiology, psychology or a related field; completion of an approved polygraph course.

Licenses/Certifications:

Possession of a valid State of Arizona Polygrapher's license.

This position is included in the City's classified service, pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 104.

Job Code: 3400/3401

Salary Range: 29/34

Compensation Plan: P40 / Regular

FLSA: Non-Exempt